

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**

**ROOF MANAGEMENT SERVICES**

**Solicitation #: DCAM-15-CS-0075**

**Addendum No. 2**

**Issued: May 7, 2015**

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This Addendum Number 02 is issued by e-mail on May 7, 2015. Except as modified hereby, the Request for Proposals ("RFP") remains unmodified.

**Item #1**

Attached to this Addendum please find copies of the Department's most recent roof management contracts.

**Item #2**

**Existing Roof Data:** The Department anticipates that it will be able to provide the existing roof data to the Offeror selected through this procurement. Such data would need to be uploaded into the Offeror's database/roof management system to create a single database with all available roofing information.

**Item #3**

**The bid date is hereby CHANGED.** Proposals are due by **May 28, 2015 at 2:00 pm EDT.**

Proposals that are hand-delivered should be delivered to the attention of: Alicia Norris, Contract Specialist, at **Frank D. Reeves Center, 2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> floor, Washington, DC 20009.**

- End of Addendum No. 2 -

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement Division

Purchase Order Agreement

Date: February 20, 2015

P.O. Number: TBA

**THIS PURCHASE ORDER** is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the "Department" or "DGS") to the contractor listed below. Assuming this Purchase Order is countersigned by the contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the contractor. The terms of this Purchase Order are as follows:

1. **Contractor.** This Purchase Order is being issued to Bluefin, LLC under its GSA contract GS-21F-0144V ("GSA Contract").
2. **Items Purchased.** The Department desires to purchase, and the Contractor agrees to provide continued management of Leak Response Services for FY15. The services outlined herein and in the proposal attached as Exhibit A are intended to support all DGS facilities, including but not limited to District of Columbia Public Schools (DCPS), Fire Stations (FEMS), Police Department (MPD), Parks and Recreation Centers (DPR), and Real Estate Services facilities (DRES); provided, however, that the vegetated roofs included on Exhibit A are not covered under this Purchase Order Agreement. In general, Contractor shall provide day-to-day support to DGS in the management of the entire DGS roof portfolio in terms of leak response, operations and maintenance of DGS roofs.
3. **Price.** For the work described in Paragraph 2, the Contractor shall be paid on a time and materials basis at the rates set forth in the GSA Contract. In no event shall the Contractor be paid more than \$100,000 unless the Contractor is authorized to exceed this limit in advance and in writing by DGS's contracting officer.
4. **Delivery/Completion Date.** The work that is the subject of this Purchase Order Agreement shall be completed as directed by the Department's Program Manager. This Purchase Order Agreement shall terminate on September 30, 2015 unless otherwise extended.
5. **Billing.** All invoices shall be submitted directly to the Department at the address specified above. Billing shall be based on a percent complete based on the work performed during the preceding month. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Prompt Payment Act.
6. **Insurance.** At all times while working under this Purchase Order Agreement, the Contractor shall maintain the following insurance: (i) a comprehensive general liability policy having a policy limit of at least One Million Dollars (\$1,000,000) and including completed operations coverage; and (ii) workers compensation coverage at the statutory limit. The comprehensive general liability policy

shall include completed operations coverage and such coverage shall be maintained for a period of at least two (2) years after the work is completed. The comprehensive general liability policy shall be endorsed to add the District of Columbia, including, but not limited to, its Department of General Services, and the respective agents, employees and offices of each as additional insureds.

7. **Terms & Conditions.** The District of Columbia's Standard Contract Provisions shall be incorporated by reference into this Purchase Order.

8. **Special Provisions.**

A. **Inconsistent Terms.** The terms of this purchase order shall prevail over inconsistent provisions in the Contractor's proposal.

B. **Standard of Care.** The Contractor shall perform its services consistent with the professional skill and care ordinarily provided by others practicing in the same or similar locality under the same or similar circumstances. The Contractor shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

C. **Security.** Contractor shall comply with all security procedures applicable to a facility including, but not limited to fingerprinting, before access to the applicable facility is granted.

D. **Project Site.** Contractor shall keep the Project Site and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

E. **Ownership & Use of Documents.** Notwithstanding anything to the contrary in this Purchase Order or any prior agreement related to the Project, any design documents prepared by the Contractor and the architectural and engineering consultants engaged by the Contractor, any copies thereof furnished to the Contractor, and all other documents created in association with this engagement shall become the sole property of the Department upon full payment of Contractor's fees then due under this Agreement, and shall not to be used by the Contractor, its subconsultants on other projects, or for additions to this Project outside the scope of the work, without the specific written consent of the Owner. The Department shall have the right to use such documents on other projects or for such other uses as the Department so determines. Any other use for other projects or purposes shall be at the Department's sole risk and without liability to the Contractor or the Contractor's consultants.

F. **Indemnification.** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Department and the Department's consultants and agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ISSUED BY:

By:

Name: JW Lanum

Title: Associate Director,

Contracts & Procurement Division

Contract Delegation: January 5, 2015

ACCEPTED BY:

By:

Name:

Title:

Date:

**Exhibit A**

December 19, 2014

Thomas Crompton  
Department of General Services  
2000 14<sup>th</sup> Street NW  
Washington, DC 20009

Dear Mr. Crompton,

BLUEFIN is pleased to have this opportunity to provide a scope of service for continued management of **Leak Response Services** for FY15. The services outlined in this proposal are recommended based on a combination of our experience in supporting DGS during our system-wide assessment and management of the District of Columbia Public Schools (DCPS), Fire Stations, Police Department, Parks and Rec Centers, and DRES facilities.

The tasks included in this proposal are all intended to provide day-to-day support to DGS in management of the entire DGS roof portfolio in terms of leak response, operations and maintenance.

All pricing included in this proposal is based on BLUEFIN, LLC's existing GSA Schedule contract. The project approach for each task is as follows. A summary of included facilities and allocation of costs by capital and operating budget accounts is enclosed.

**1 Provide a 24/7 call center for leak response and manage dispatch of crews through local contractors.**

BLUEFIN will continue to provide a phone and/or email-based call center for DGS to utilize for leak calls and other roof-related emergencies to include dispatch of contractors and verification of requirements and work completed. This center provides an integrated process to assess roof-related problems; selects and dispatches a qualified contractor to perform temporary and permanent repairs; document completed work and provide quality control where necessary; and maintains current information in the DGS roof asset management database. This results in timely response, quality work and fair pricing.

Specifically, we will provide a 24/7 call center for roof-related emergencies that provides both phone and/or email-based access for DGS staff and approved DCPS staff to report roof-related emergencies. We will assist DGS in procurement of qualified and approved roofing contractors who are authorized by DGS to perform repairs on DGS facilities and utilize those contractors for response. We will provide daily, weekly and monthly reporting on the status of all reported roof issues and coordinate quality control and invoice review/approval for DGS.





## 2 Fees and Payment

These services would be procured under the terms of BLUEFIN's GSA Schedule contract. The contract information is as follows: *US General Services Administration, Multiple Award Schedule 03FAC for Facilities Maintenance and Management, Standard Industry Group: 8744; Service Code: J&S, Contract No: GS-21F-0144V.*

Pricing for the items outlined above, allocated by facility type, are itemized in the following table. The contract will be billed on a monthly basis for all work completed in the prior period. Payment would be due on a net-30 basis.

Sincerely,

**BLUEFIN, LLC**

**Jeremiah Dancy**

Jeremiah Dancy  
Vice President

Attch: Pricing Schedule

DGS FY15 Budget BLUEFIN		
LEAK RESPONSE ON ALL DGS PROPERTIES	T&M	\$100,000.00
Total		\$100,000.00

## DGS Vegetated Roof Inventory

Project Name	Address	Area
Trinidad Rec Center DPR	1310 Childress St NE	5,400
Columbia Heights Rec. Center DPR	1480 Girard St NW	1,000
Franklin D. Reeves Center	2000 14th St NW	9,000
One Judiciary Square	441 4th St NW	8,000
Department of Public Works garage	200 Bryant St NW	5,500
Regency House Senior Center	5201 Connecticut Ave NW	6,000
Riggs LaSalle Rec. Center.	501 Riggs Rd NE	1,000
UCC 911 Call Center	2700 Martin Luther King Jr Ave SE	17,000
Benning Library	3935 Benning Rd NE	12,000
DPW solid waste transfer station	3200 Benning Rd NE	3,471
FEMS Engine 6	1300 New Jersey Ave NW	9,500
Seniors Wellness Center--Ward 1	3531 Georgia Ave NW	1,600
Shaw Library	945 Rhode Island Ave NW	4,000
Tenleytown Library	4200 Wisconsin Ave NW	3,900
Anacostia Senior High School	1601 16th St SE	21,000
Dept of Employment Services	4058 Minnesota Ave NE	24,000
FEMS Engine 30	50 49th St NE	8,500
HD Woodson Senior High School	5500 Eads St NE	45,000
Walker Jones	1125 New Jersey Ave. NW	28,000
Woodrow Wilson Senior High School	3950 Chesapeake St NW	7,700
The Government of DC Building	200 I Street SE	32,000
Engine 12	2225 5th St NE	765
Forensics	410 E St SW	20379
Maintenance Facility 1	1827 West Virginia Ave, NE	8960
Raymond Rec Center	915 Spring Road, NW	7000
<b>Total</b>		<b>290,675</b>



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**Contracts & Procurement Division**

**Purchase Order Agreement**

**Date: February 1, 2014**

**P.O. Number: TBA**

**THIS PURCHASE ORDER** is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the "Department" or "DGS") to the contractor listed below. Assuming this Purchase Order is countersigned by the contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the contractor. The terms of this Purchase Order are as follows:

1. **Contractor.** This Purchase Order is being issued to BlueFin, LLC.
2. **Items Purchased.** The Department desires to purchase, and the Contractor agrees to provide various services associated with the management of the roofs of the assets in the Department's real estate portfolio, as further described in the proposal attached as **Exhibit A** (the "Proposal"). The Contractor's scope of work includes the following tasks, as further explained in the Proposal: (i) manage procurement of recommended deferred maintenance items; (ii) roof design assist to DGS capital projects; and (iii) design, specification, procurement support and quality control for DCPS re-roofing program.
3. **Price.** For the work described in Paragraph 2, items (i) and (iii), the Contractor shall be paid a fixed lump sum fee of \$259,793. For the work described in Paragraph 2, item (ii) above, the Contractor shall be paid on a time and materials basis at the rates specified on **Exhibit A**, not to exceed \$99,232. This purchase order has an overall not-to-exceed limit of \$359,025, and in no event shall the Contractor be paid more than this amount unless the Contractor is authorized to exceed this limit in advance and in writing by DGS's contracting officer.
4. **Delivery/Completion Date.** The work that is the subject of this Purchase Order Agreement shall be completed as directed by the Department's Program Manager. This Purchase Order Agreement shall terminate on September 30, 2014 unless otherwise extended.
5. **Billing.** All invoices shall be submitted directly to the Department at the address specified above. Billing shall be based on a percent complete based on the work performed during the preceding month. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Prompt Payment Act.
6. **Insurance.** At all times while working under this Purchase Order Agreement, the Contractor shall maintain the following insurance: (i) a comprehensive general liability policy having a policy limit of at least One Million Dollars (\$1,000,000) and including completed operations coverage; and (ii) workers compensation coverage at the statutory limit. The comprehensive general liability policy shall include completed operations coverage and such coverage shall be maintained for a period of at least two (2) years after the work is completed. The comprehensive general liability policy shall be

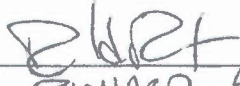
endorsed to add the District of Columbia, including, but not limited to, its Department of General Services, and the respective agents, employees and offices of each as additional insureds.

7. **Terms & Conditions.** The District of Columbia's Standard Contract Provisions shall be incorporated by reference into this Purchase Order.
8. **Special Provisions.**
- A. **Inconsistent Terms.** The terms of this purchase order shall prevail over inconsistent provisions in the Contractor's proposal.
- B. **Standard of Care.** The Contractor shall perform its services consistent with the professional skill and care ordinarily provided by others practicing in the same or similar locality under the same or similar circumstances. The Contractor shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- C. **Security.** Contractor shall comply with all security procedures applicable to a facility including, but not limited to fingerprinting, before access to the applicable facility is granted.
- D. **Project Site.** Contractor shall keep the Project Site and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.
- E. **Ownership & Use of Documents.** Notwithstanding anything to the contrary in this Purchase Order or any prior agreement related to the Project, any design documents prepared by the Contractor and the architectural and engineering consultants engaged by the Contractor, any copies thereof furnished to the Contractor, and all other documents created in association with this engagement shall become the sole property of the Department upon full payment of Contractor's fees then due under this Agreement, and shall not to be used by the Contractor, its subconsultants on other projects, or for additions to this Project outside the scope of the work, without the specific written consent of the Owner. The Department shall have the right to use such documents on other projects or for such other uses as the Department so determines. Any other use for other projects or purposes shall be at the Department's sole risk and without liability to the Contractor or the Contractor's consultants.
- F. **Indemnification.** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Department and the Department's consultants and agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ISSUED BY:

By:   
Name: Brian Hanlon  
Title: Director

ACCEPTED BY:

By:   
Name: RICHARD R EAST  
Title: PRESIDENT  
Date: 1 FEB 2014

**Exhibit A**

Contractor's Proposal

October 18, 2013

Stephen Kitterman  
Program Director  
Department of General Services  
1250 U Street, NW, 3rd Floor  
Washington, DC 20009

Dear Mr. Kitterman,

BLUEFIN is pleased to have this opportunity to provide a scope of service for continued management of the DGS Roof Asset Management program for FY14. The services outlined in this proposal are recommended based on a combination of our experience in supporting DGS during our system-wide assessment and management of the District of Columbia Public Schools (DCPS), our more recent support of DGS on Fire Stations, Police Department, Parks and Rec Centers, and our discussions regarding the remaining DRES facilities with the professional staff at DGS over the past few months.

The tasks included in this proposal are all intended to provide day-to-day support to DGS in management of the entire DGS roof portfolio in terms of design assist, procurement of recommended repair to deferred maintenance items and design/procurement/quality control for the FY14 capital re-roofing and roof restoration program.

All pricing included in this proposal is based on BLUEFIN, LLC's existing GSA Schedule contract. The project approach for each task is as follows. A summary of included facilities and allocation of costs by capital and operating budget accounts is enclosed.

## **1   Manage procurement of recommended repairs.**

During our assessment of your roofs earlier this year, we identified defects on schools, Fire Stations, Police Departments, Rec Centers and DRES. Not all of these defects and associated repairs are high priority items and many can be safely deferred, but should be monitored. However, some of these defects require immediate repair. Bundling repairs into efficient bid packages is crucial to achieving high value, lowest cost and high performance. Bluefin will implement and oversee project work, ensuring the work is completed according to the agreed upon plan, budget and schedule. This will maximize the value of the roofing projects and will unburden DGS staff.

Specifically, we will:

- Prioritize repair projects and prepare budget estimates for all projects based on inspections already completed, underway now, or for any new requirements that develop during the term of this contract
- Review priorities and budgets with DGS management for approval and budgeting



- Organize and build repair projects into a consolidated bid package
- Issue an invitation to bid and request for proposals from qualified roofing contractors
- Prepare and issue Task Orders to contractors (these contracts will be directly between DGS and the contractor – but if preferred, we can hold the contracts and flow them through our contract.)
- Respond to field questions
- Provide construction quality control/inspection services
- Review/approve invoices for completed work.

## **2 Roof Design Support to DGS Facilities**

BLUFIN will continue to provide design assistance and problem solving for DGS facilities. This includes developing re-roofing specifications such as those we have completed for Winston, Payne and Sharpe Health; roof restoration design alternatives for those roofs that are a candidate for long-term restoration; extensive roof repair design support, vegetative roof design and system selection; and related issues. We have provided support in a variety of other roof-related areas which have improved the performance of roofs for DGS. For example, we have worked on projects in collaboration with Broughton Construction which has led to further investigation of various schools like Amidon and Burrville. We have supported your office on green roof initiatives, evaluating day-lighting options as an energy conservation measure, etc. This type of on-call support is invaluable to providing the right level of decision support, quality control, design input and related services on DGS facilities.

## **3 Provide Design, Specification Development, Procurement Support and Construction Quality Control for DCPS roof restoration and re-roofing projects**

DCPS roof replacements for FY14 are estimated at a total of approximately \$2M. This includes 6 re-roofing projects and 6 roof restoration projects. This task will include final instigation to include moisture testing, structural review, drainage system review and energy review to select the system configuration. Once configuration is determined, we will prepare design documents and specifications, assemble the RFP package, assist in the project pre-bid meeting and job walk, review and provide input on proposal responses, and provide construction quality control services for these projects.

### **Fees and Payment**

These services would be procured on a combination of Firm Fixed Price (FFP) basis and T&M with a not-to-exceed limit under the terms of BLUEFIN's GSA Schedule contract. Task 2 (Design Assist) is anticipated to be T&M with a not-to-exceed limit of \$100,000. Tasks 1 (procurement of recommended repairs) and Task 3 (design/procurement) is proposed on a firm fixed price basis. The contract information is as follows: *US General Services Administration, Multiple Award Schedule 03FAC for Facilities Maintenance and Management, Standard Industry Group: 8744; Service Code: J&S, Contract No: GS-21F-0144V.*

Pricing for the items outlined above, allocated by facility type, are itemized in the following table. The contract will be billed on a monthly basis for all work completed in the prior period. Payment would be due on a net-30 basis.

Sincerely,

**BLUEFIN, LLC**

*Jeremiah Dancy*

Jeremiah Dancy  
Vice President

Attch: Pricing Schedule



**DC Department of General Services - Roof Asset Management Support - Capital Programs - FY14**

	Exec Consulting		Project Manager		Sr. Designer		QC Manager		IT Specialist		Sr. Tech Consultant		Amin Support		TOTAL	
	Rate	\$ 237.42	Rate	\$ 86.18	Rate	\$ 153.95	Rate	\$ 93.37	Rate	\$ 162.96	Rate	\$ 74.70	Rate	\$ 66.66		
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
<b>1. Manage Procurement of Recommended Deferred Maintenance Items - Capital</b>																
Schools = Assume 5,192,130 sqft and 129 Buildings	\$ -		516	\$ 44,469	\$ -		\$ -		\$ -		\$ -		\$ -		516	\$ 44,469
Fire Stations = Assume 380,812 sqft and 38 Buildings	\$ -		152	\$ 13,099	\$ -		\$ -		\$ -		\$ -		\$ -		152	\$ 13,099
Police Departments = Assume 576,925 sqft and 29 Buildings	\$ -		116	\$ 9,997	\$ -		\$ -		\$ -		\$ -		\$ -		116	\$ 9,997
Parks and Rec and Community Centers = Assume 776,660 sqft and 76 Buildings	\$ -		304	\$ 26,199	\$ -		\$ -		\$ -		\$ -		\$ -		304	\$ 26,199
DRES = Assume 2,770,701 sqft and 57 Buildings	\$ -		228	\$ 19,649	\$ -		\$ -		\$ -		\$ -		\$ -		228	\$ 19,649
<b>Total</b>	<b>0</b>	<b>\$ -</b>	<b>1316</b>	<b>\$ 113,413</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>1316</b>	<b>\$ 113,413</b>
<b>2. Roof Design Assist to DGS Capital Projects (note - this is for estimating purposes - work to be performed on a T&amp;M basis)</b>																
Site investigations and related analysis to support design teams	\$ -		80	\$ 6,894	160	\$ 24,632	\$ -		\$ -		\$ -		\$ -		240	\$ 31,526
Engineering and Specification Support	\$ -		120	\$ 10,342	80	\$ 12,316	100	\$ 9,337	\$ -		\$ -		\$ -		300	\$ 31,995
Cost Estimating Support	\$ -		80	\$ 6,894	40	\$ 6,158	\$ -		\$ -		\$ -		\$ -		120	\$ 13,052
Meetings and Coordination with Program Mgt Teams	\$ -		120	\$ 10,342	80	\$ 12,316	\$ -		\$ -		\$ -		\$ -		200	\$ 22,658
<b>Total</b>	<b>0</b>	<b>\$ -</b>	<b>400</b>	<b>\$ 34,472</b>	<b>360</b>	<b>\$ 55,422</b>	<b>100</b>	<b>\$ 9,337</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>860</b>	<b>\$ 99,231</b>
<b>3. Design, Specification, Procurement Support and Quality Control for DCPS Re-Roofing Program (FY14 - \$2M Program) 6 re-roofing projects and 6 restoration - total of 12</b>																
Site investigation and final system configuration selection	\$ -		192	\$ 16,547	96	\$ 14,779	\$ -		\$ -		192	\$ 14,342	\$ -		480	\$ 45,668
Develop specifications	\$ -		192	\$ 16,547	96	\$ 14,779	\$ -		\$ -		\$ -		96	\$ 6,399	384	\$ 37,725
RFP Development (12 Projects)	\$ -		96	\$ 8,273	48	\$ 7,390	\$ -		\$ -		\$ -		96	\$ 6,399	240	\$ 22,062
Prebid Conference (12 projects/2 hours per project)	\$ -		24	\$ 2,068	\$ -		\$ -		\$ -		\$ -		12	\$ 800	36	\$ 2,868
Job Walk (12 Sites - 2 hours per site)	\$ -		24	\$ 2,068	\$ -		\$ -		\$ -		\$ -		\$ -		24	\$ 2,068
Respond to Request for Clarification	\$ -		24	\$ 2,068	24	\$ 3,695	\$ -		\$ -		\$ -		24	\$ 1,600	72	\$ 7,363
Review Proposals (assume 5 bidders, 1 hour per bidder, 12 projects)	\$ -		60	\$ 5,171	60	\$ 9,237	\$ -		\$ -		\$ -		12	\$ 800	132	\$ 15,208
Award Coordination with Legal	\$ -		12	\$ 1,034	\$ -		\$ -		\$ -		\$ -		\$ -		12	\$ 1,034
QC During Construction / Project Sign Off (12 Sites - 2 visits per site - 3 hours per visit including travel)	\$ -		72	\$ 6,205	\$ -		\$ -		\$ -		72	\$ 5,378	12	\$ 800	156	\$ 12,383
<b>Total</b>	<b>0</b>	<b>\$ -</b>	<b>696</b>	<b>\$ 59,981</b>	<b>324</b>	<b>\$ 49,880</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>264</b>	<b>\$ 19,721</b>	<b>252</b>	<b>\$ 16,798</b>	<b>1536</b>	<b>\$ 146,380</b>
<b>Total Firm Fixed Price</b>	<b>-</b>	<b>\$ -</b>	<b>2,412</b>	<b>\$ 207,866</b>	<b>684</b>	<b>\$ 105,302</b>	<b>100</b>	<b>\$ 9,337</b>	<b>-</b>	<b>\$ -</b>	<b>264</b>	<b>\$ 19,721</b>	<b>252</b>	<b>\$ 16,798</b>	<b>3,712</b>	<b>\$ 359,024</b>





## Order No : PO487273 -Smart roof installations | Phase II | Bluefin

Issued on Mon, 02 Dec, 2013

**Supplier:**

ROOF EXPRESS, LLC  
6312 S.Fiddlers Green Circle  
Suite 100E  
Greenwood Village, CO 80111  
Phone: 303.847.0190  
Fax:  
Contact: LISA LANE

**Ship To:**

Department of Real Estate Services, MS-35  
2000 14th St., NW, 5th Floor  
Washington, DC 20009  
United States

**Deliver To:**

Jeff Jennings

**Bill To:**

Office of Finance and Resource Management  
441 4th Street N.W, 890-N  
Washington, DC 20001  
United States

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Support to DGS in the implementation of the ...		each	820,341	Mon, 21 Oct, 2013	\$1.00 USD	\$820,341.00 USD
Support to DGS in the implementation of the Smart Roof program that shall include photovoltaic (PV), Solar Thermal, Green Roofs, Urban Heat Island/Roof Restoration, Building Automation Improvement to support RetroCommissioning and Smart Roof input to the DGS Game Change Initiative.							
Bill To Contact: Accounts Payable If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: GS-21F-0144V Requester: Jeff Jennings Delivery Date: Mon, 21 Oct, 2013 PR No.: RQ836053							
<b>Total</b>							<b>\$820,341.00 USD</b>

### Comments

- James Marshall, 12/02/2013:  
This action is to provide funding for the supplier to perform various services related to the DGS Smart Roof Program Initiative as stipulated under Item No. 2 of its Purchase Order Agreement dated November 23, 2013. Award was made to the supplier under the authority of its GSA Contract No. GS-21F-0144V. (James Marshall, Mon, 02 Dec, 2013)
- COMMENT by aribasystem on 12/02/2013  
\*\*\*\*GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE.  
WWW.OCP.DC.GOV\*\*\*\*\* (aribasystem, Mon, 02 Dec, 2013)
- COMMENT by aribasystem on 12/02/2013  
FOB is Destination unless specified otherwise (aribasystem, Mon, 02 Dec, 2013)
- COMMENT by aribasystem on 12/02/2013  
ALL INVOICES SHALL BE SUBMITTED TO THE 'BILL TO' ADDRESS INDICATED ON THIS PURCHASE ORDER. INVOICES SHALL INCLUDE THE PURCHASE ORDER NUMBER, CONTRACT NUMBER (IF APPLICABLE), CONTRACTOR'S NAME AND ADDRESS, INVOICE DATE, QUANTITY AND DESCRIPTION OF GOOD(S) OR SERVICE(S) FOR WHICH PAYMENT IS BEING REQUESTED, REMITTANCE ADDRESS, AND CONTACT PERSON NAME AND PHONE NUMBER IF THERE IS A PROBLEM WITH THE INVOICE. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Mon, 02 Dec, 2013)



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



Contracts & Procurement Division

**Purchase Order Agreement**

**Date: November 23, 2013**

**P.O. Number: TBA**

**THIS PURCHASE ORDER** is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the "Department" or "DGS") to the contractor listed below. Assuming this Purchase Order is countersigned by the contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the contractor. The terms of this Purchase Order are as follows:

1. **Contractor.** This Purchase Order is being issued to Roof Express, LLC (Bluefin) under its GSA Schedule contract number GS-21F-0144V.
2. **Items Purchased.** The Department desires to purchase, and the Contractor agrees to provide various services associated with implementation of the Department's Smart Roof Program Initiative (Phase 2), as further described in the proposal dated November 21, 2013 attached as **Exhibit A** (the "Proposal"). In general, the Contractor will perform specific tasks related to: (i) Procurement Phase for PV; (ii) Procurement Phase for Solar Thermal; (iii) Procurement Phase for Green Roofs; (iv) Procurement Phase for Roof Restoration/Reflective; (v) Retro Commissioning Support; and (vi) Support Game Change Initiative.
3. **Price.** For the work described in Paragraph 2, the Contractor shall be paid on an hourly basis at the rates specified in the Proposal and shall complete all tasks described in the Proposal for the guaranteed maximum price of \$820,341.00, regardless of whether the Contractor expends additional hours beyond those estimated in the Proposal.
4. **Delivery/Completion Date.** The work that is the subject of this Purchase Order Agreement shall be completed as directed by the Department's Program Manager. This Purchase Order Agreement shall terminate on September 30, 2014 unless otherwise extended.
5. **Program Manager.** The Program Manager for the work under this Agreement shall be:

Sam Brooks  
Associate Director  
DGS, Energy & Sustainability Division  
2000 14th St, NW, 8th Floor | Washington, DC 20009  
[sam.brooks@dc.gov](mailto:sam.brooks@dc.gov)

6. **Billing.** Invoices shall be prepared in duplicate and submitted on a monthly basis to the Agency Chief Financial Officer (CFO) and the Department's Program Manager. Invoices for the CFO shall be submitted to the following address:


Department of General Services  
Office of the Chief Financial Officer  
2000 14<sup>th</sup> Street, 5<sup>th</sup> Floor  
Washington, DC 20001

Invoices for the Program Manager shall be submitted electronically to [dgsfm.invcs@dc.gov](mailto:dgsfm.invcs@dc.gov) and [sam.brooks@dc.gov](mailto:sam.brooks@dc.gov). The Contractor must indicate the proper PO number on all invoices. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Prompt Payment Act.


7. **Insurance.** At all times while working under this Purchase Order Agreement, the Contractor shall maintain the following insurance: (i) a comprehensive general liability policy having a policy limit of at least One Million Dollars (\$1,000,000) and including completed operations coverage; and (ii) workers compensation coverage at the statutory limit. The comprehensive general liability policy shall include completed operations coverage and such coverage shall be maintained for a period of at least two (2) years after the work is completed. The comprehensive general liability policy shall be endorsed to add the District of Columbia, including, but not limited to, its Department of General Services, and the respective agents, employees and offices of each as additional insureds.
8. **Terms & Conditions.** The District of Columbia's Standard Contract Provisions shall be incorporated by reference into this Purchase Order.
9. **Special Provisions.**
- A. [Intentionally Omitted – Was Building Code]
  - B. **Security.** Contractor shall comply with all DGS and DCPS security procedures including, but not limited to fingerprinting, before access to the Project Sites is granted.
  - C. [Intentionally Omitted – Was Permits]
  - D. [Intentionally Omitted – Was Electrical Panels]
  - E. [Intentionally Omitted – Was Warranty]
  - F. [Intentionally Omitted – Was Punchlist]
  - G. **Project Site.** Contractor shall keep the Project Sites and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.
  - H. **Indemnification.** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Department and the Department's consultants and agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

Purchase Order Agreement  
Page 3

ISSUED BY:

By:   
Name: Brian Hanlon  
Title: Director  
Contract Delegation: N/A

ACCEPTED BY:

By:   
Name: RICHARD E. EAST  
Title: PRESIDENT  
Date: 11/25/2013

**BLUEFIN, LLC**  
[bluefinllc.com](http://bluefinllc.com)

November 21, 2013

Sam Brooks  
Associate Director  
DC Department of General Services  
Frank D. Reeves Municipal Center  
2000 14th Street NW, 8th Floor  
Washington, DC 20009

Subject: Proposal for Smart Roof Phase 2, Program Implementation  
Under GSA Contract GS-21F-0144V

Dear Mr. Brooks,

BLUEFIN, LLC is pleased to provide this proposal to continue our support to your office in the implementation of the Smart Roof program. The attached proposal outlines the specific tasks we will perform for implementation of PV, Solar Thermal, Green Roofs, Urban Heat Island/Roof Restoration, Building Automation Improvement to support RetroCommissioning and Smart Roof input to your Game Change Initiative.

The scope of services and associated pricing is based on our GSA Contract number GS-21F-0144V. We are proposing to provide these services on a guaranteed maximum price (GMP) basis.

If you have any questions or need further information please call me. My cell number is 303.809.6042.

Sincerely,

**BLUEFIN, LLC**



Richard R. Rast  
President

# Energy Conservation and Sustainability Analysis for the Department of General Services

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## Background

The Washington DC Department of General Services has responsibility for construction, maintenance and management of city buildings. Generally, these buildings include the DC Public Schools (DCPS), Department of Parks and Recreation Centers (DPR), Metropolitan Police Department (MPD), Fire and Emergency Services (FEMS), and other DC buildings under the control of the Department of Real Estate Services (DRES). These facilities comprise a real estate portfolio of over 25 million square feet of building area.

The DGS owned facilities are very large energy consumers. The DC Government is committed to improving energy performance through effective energy stewardship. This is managed through the DGS Sustainability and Energy Division. The DGS website summarizes this goal:

*The Division's goals related to energy are plain: reduce and de-carbonize energy consumption. To that end, the Division is working to dramatically improve the efficiency of building energy usage, employ cutting-edge technology to manage buildings, incentivize occupants to conserve power and seek to acquire commodities in a way that creates minimal exposure to commodity price volatility and de-carbonizes the energy supply.*

*The District of Columbia's public facilities have a solid history of efforts in this space. Energy audits have been conducted on the majority of government buildings, investments have been made to retrofit some facilities, and new construction efforts have yielded successes from awarded LEED certifications to a national 'Green Ribbon School' award from the Obama Administration in April 2012.*

*DGS seeks to build on this foundation and to create a green energy strategy that serves as a national model and beacon for green energy efforts around the world.*

One area of potential benefit to supporting DGS energy goals is to look at the impact and opportunity of roofing systems on DGS owned facilities as a platform to improve energy performance through a combination of five methods:

1. Conserve energy inside the building through improved building energy performance and through the selective use of day-lighting
2. Reducing urban heat island effects through improved reflectivity
3. Reduce the significant carbon footprint associated with roofing product manufacture and re-roofing construction through improved roof asset management practices that keep existing roofs on buildings and out of landfills
4. A platform for improved energy performance through the use of roof-mounted photovoltaic (PV) power generation and solar thermal hot water generation
5. Mitigation of stormwater runoff through use of vegetative roofs or other retention/detention strategies.

Over the past year, BLUEFIN, LLC has worked with DGS to provide investment grade feasibility studies and follow-on project design requirements in sufficient detail to identify significant opportunities to reduce and de-carbonize energy consumption on DGS facilities through better stewardship of DGS's roof assets.

The goal of this project is provide technical assistance to DGS to implement the recommendations developed as part of the prior effort. Specifically, a summary of the projects to be implemented are as follows:

### **Solar PV**

- 8.5 MW at 47 Sites
- Of these 47 sites, 38 could be developed immediately, with an approximate capacity of 6.5 MW.
- Additional 9 sites have high potential for solar PV, but would likely require roof restoration prior to solar PV installation
- Anticipate 20 year PPA – large single procurement with “carve out” for local participation
- 10,000+ MWh generated annually
- 7,000 tons CO<sup>2</sup> Displaced Annually
- \$17M in utility savings saved over PPA term
- \$16.5M economic impact as a result of construction
- 68 jobs (man-years) created during construction – Training for local green jobs will be provided

### **Solar Thermal**

- 19 schools and 5 recreation centers with indoor swimming pools are recommended for solar thermal applications
- Combination of domestic hot water, building heating/cooling and swimming pool heating
- Anticipate purchase using direct appropriation and/or a solar-thermal PPA with third party ownership
- 1,800 MWh generated annually
- 2,300 MWh natural gas offset annually
- 2,250 metric tons CO<sup>2</sup> Displaced Annually
- \$9.6M in utility savings over 20 years
- \$11.9M economic impact as a result of construction
- 49 jobs (man-years) created during construction – Training for local green jobs will be provided

### **Cool Roof**

- 6 Buildings = 271,354 Square Feet
- M&V to determine building energy impact and atmospheric impacts
- Pre-qualify and train three CBE firms for installers – creating economic development opportunity for local firms
- Transition 10M square feet of roofs to cool roof status over next 10 years

## **Vegetated Roofs**

- \$2,100,000 total budget funded through a cooperative agreement with DC/DDOE and US EPA – MOU requires minimum of 50,000 SF
- Cardozo School ready to go – 30,000 SF max area / \$540K
- Structural analysis underway now (and will continue under this contract) to determine other suitable locations.
- Initiate procurement process to get vegetative roofs in place by April 2014
- Two bid packages – one for roofs that are available now, one for remainder.

## **Project Tasks**

The approach to this project will vary between the different technology solutions outlined above. Specific tasks for each technology area, along with overall program management functional support, are as follows:

### **Solar Photovoltaic (PV) Systems**

The proposed procurement approach includes a two-step procurement where requests for information (technical/management/experience/financial capacity) will be solicited among all potential bidders, then a short-list will be developed based on bid response, and an RFP will be issued to the short-listed bidders for final proposal development and firm pricing. A portion of the project will be set aside for “crowd sourced” funding among the local DC community. All contracts will require significant local participation among installers, maintenance, engineering and specialty construction. BLUEFIN will perform the following tasks to support this procurement approach.

#### **1. Strategy Coordination for PPA vs. Crowd Sourcing Carve-Out**

Approximately 1MW of the total PV capacity will be carved out of the main PPA procurement for a crowd-source funded procurement using a PPA. The purpose of this task is to identify which portion of the total portfolio should be carved out, prepare financial summary including estimated cost, electric production from the carve-out portion, estimate financial return requirement for financing, provide business case and financial model, and draft project scope for the carve out. Conduct informal market research to get feedback from crowd-source consolidators who could package the deal. Adjust package based on this market research and finalize findings into a project package including scope of work, proforma financials, outline legal structure and overall project description.

#### **2. Prepare Draft RFI Packages for DGS Legal/Procurement Team**

BLUEFIN will prepare the technical project descriptions, requirements for the proposed project teams including technical, managerial, financial capacity and experience for the proposed procurement in sufficient detail to allow the DGS legal/procurement team to prepare and issue an RFI for all prospective bidders. This would include descriptions for public notice, and suggested evaluation criteria for the DGS review team. This information will be provided to DGS procurement for preparation of an RFI for publication through DGS public notice protocol.

#### **3. Evaluate additional 9 PV Sites and create restoration or re-roofing specifications to support an additional 2.1MW of Solar PV**

The Smart Roof Phase 1 feasibility study identified 9 potential PV sites (roofs) where the existing roof has deficiencies that would require upgrade before PV could be installed on the roof. These

deficiencies are primarily due to age and condition of the roof systems. In most cases, the cost to restore these roofs to serviceable condition would be low enough that the restoration could be absorbed into the PV contract and still allow the projects to move forward with positive rate of economic return. BLUEFIN will perform detailed evaluation of these roofs and prepare project specifications for re-roofing or roof restoration to include a warrantable roof system as part of the PV initiative. Specifications and drawings will be developed and provided for inclusion in the bid packages for each PV project included in this group.

**4. Technical Review of RFI Response Packages**

BLUEFIN will assist DGS in the technical review of RFI response packages. This review will include evaluation of technical experience, financial capacity, management capacity, commitment to local participation, experience and other factors included in the RFI.

**5. Help DGS Score Responses and Schedule Interviews**

BLUEFIN will assist in scoring all responses as a non-voting member of the review team. All results will be tabulated and documented for DGS final determination of responders who will be selected for interview. BLUEFIN will draft technical response for all selected interviewees with specific questions/requests for clarification to be issued by DGS procurement to those organizations selected for follow-on interviews.

**6. Conduct Interviews**

BLUEFIN will assist DGS in conducting face-to-face interviews of the selected respondents from above. For planning purposes, we are assuming a 90 minute interview for each of eight shortlisted respondents to be conducted over a several-day period. BLUEFIN will compile meeting notes for each interview including team evaluation, materials provided by the respondents, and other factors for review by the DGS procurement team to assist in scoring responses and also making any needed adjustments to the draft RFP for the project based on input/lessons learned through the interview process. This material will be provided to the DGS procurement team for final scoring.

**7. Coordinate Review Comments and Changes to RFP/SOW**

BLUEFIN will make any needed adjustments to the project SOW for the PV program for both crowd-sourced option and the traditional PPA option as a result of the RFI and interview process. These changes will be reviewed with the DGS procurement team and any final adjustments will be made to the technical SOW for each PV array included in the program.

**8. Technical Assistance to DGS to Develop Short List of Bidders and Coordinate Legal**

BLUEFIN will assist DGS in preparing a short-list of final bidders based on the evaluation process from step 6, above. All results will be fully documented in sufficient detail to protect DGS in the event of a challenge or protest from prospective bidders. This may include a package for the City Council if required.

**9. Prepare Draft RFP (SOW)**

BLUEFIN will prepare the project Scope of Work to incorporate all aspects of the technical scope for each array, roof specifications for roof upgrades where appropriate, and requirements for local participation in various aspects of the final system design by the vendor, system installation, system maintenance and ongoing operation. We will also provide suggested technical and managerial



evaluation criteria used as a basis for the RFP and procurement process. We will review this information with the DGS procurement team and make any needed adjustments for preparation of the final RFP package.

**10. Respond to Bidders' Questions/Comments**

BLUEFIN will provide any clarifications requested by DGS procurement during the final preparation of the RFP package and also provide review/response to bidders' questions during the procurement phase.

**11. Conduct Interviews and Tally Findings**

BLUEFIN will assist DGS in review of proposals, scoring written responses, conducting face-to-face interviews of the final respondents to the RFP. BLUEFIN will compile meeting notes for each interview, including team evaluation, materials provided by the respondents, and other factors for review by the DGS procurement team to assist in scoring responses. This material will be provided to the DGS procurement team for final scoring.

**12. Conduct Coordination Meetings with PEPCO**

Interconnect agreements are required between PEPCO, DGS and the selected vendor before the projects can be completed and before final contracts can be issued. BLUEFIN will schedule and coordinate any needed technical meetings with PEPCO to resolve issues required for these interconnect agreements. Results will be documented, and input provided to DGS procurement/legal, for preparation of the interconnect agreements.

**13. Technical Assistance to DGS to Issue Contract**

BLUEFIN will provide technical assistance to adjust the SOW or any other technical contract issues prior to contract issuance based on final evaluation, interconnect agreements or other factors that may pertain to the final contract.

**14. Measurement and Verification**

BLUEFIN will provide measurement and verification of each PV array for the first 12 months of the contract to verify that the system is performing as promised by the vendor, and to make any needed technical/performance adjustments with the vendor to ensure viable long-term operation. Results will be documented on a quarterly basis and a management report will be provided to DGS to show actual vs. proposed operation, any needed enhancements and other pertinent factors needed for higher level management reporting.

## **Solar Thermal Systems**

The proposed procurement approach includes a two-step procurement where requests for information (technical/management/experience/financial capacity) will be solicited among all potential bidders, then a short-list will be developed based on bid response, and an RFP will be issued to the short-listed bidders for final proposal development and firm pricing. A portion of the project may be solicited using PPA agreements where financially beneficial, and the remainder will be direct purchase. All contracts will require significant local participation among installers, maintenance, engineering and specialty construction. BLUEFIN will perform the following tasks to support this procurement approach.

**1. Strategy Coordination for Finance: PPA vs. Direct Appropriation**

The purpose of this task is to determine the feasibility of PPA financing for installing solar thermal systems on buildings and pools, and to identify which portions of the total portfolio should be financed using PPA vs. Direct Appropriation. BLUEFIN will prepare a financial summary, including estimated cost, of these financing options. This summary will estimate financial return requirements for financing, provide business case and financial model, and draft project scope for each financing option. BLUEFIN will adjust package based on market research, and finalize findings into a project package including scope of work, proforma financials, outline legal structure, and overall project description.

**2. Engineering Requirements for Development for Design/Build SOW**

BLUEFIN will provide engineering evaluation and develop functional requirements and conceptual design of all systems in sufficient detail to set a performance specification and scope of work for the solar thermal systems including collector areas and heat output on roofs, connection piping and power supply for roof mounted equipment and entry into the building, location and specification for interior hot water storage tanks, interconnection specifications to re-heat coils for building heating, cooling, hot water heating and swimming pool heating as appropriate for each location, and mechanical requirements for any needed adjustments/upgrades to existing building HVAC, plumbing and electrical systems affected by the projects. This technical/engineering information will form the basis of the project scope of work for each system.

**3. Prepare Draft RFI Packages for DGS Legal/Procurement Team**

BLUEFIN will prepare the technical project descriptions, requirements for the proposed project teams, including technical, managerial, financial capacity, and experience for the proposed procurement in sufficient detail to allow the DGS legal/procurement team to prepare and issue an RFI for all prospective bidders. This would include descriptions for public notice, and suggested evaluation criteria for the DGS review team. This information will be provided to DGS procurement for preparation of an RFI for publication through DGS public notice protocol.

**4. Assist DGS to Issue RFI Packages and Conduct Technical Review**

BLUEFIN will assist DGS in the technical review of RFI response packages. This review will include evaluation of technical experience, financial capacity, management capacity, commitment to local participation, experience, and other factors included in the RFI.

**5. Help DGS Score Responses and Schedule Interviews**

BLUEFIN will assist in scoring all responses as a non-voting member of the review team. All results will be tabulated and documented for DGS final determination of responders who will be selected for interview. BLUEFIN will draft technical response for all selected interviewees with specific questions/requests for clarification to be issued by DGS procurement to those organizations selected for follow-on interviews.

**6. Conduct Interviews**

BLUEFIN will assist DGS in conducting face-to-face interviews of the selected respondents from above. For planning purposes, we are assuming a 90 minute interview for each of eight shortlisted respondents to be conducted over a several-day period. BLUEFIN will compile meeting notes for each interview including team evaluation, materials provided by the respondents, and other factors

for review by the DGS procurement team to assist in scoring responses and also making any needed adjustments to the draft RFP for the project based on input/lessons learned through the interview process. This material will be provided to the DGS procurement team for final scoring.

**7. Coordinate Review Comments and Changes to RFP/SOW**

BLUEFIN will make any needed adjustments to the project SOW for the Solar Thermal program for the PPA and direct appropriation as a result of the RFI and interview process. These changes will be reviewed with the DGS procurement team and any final adjustments will be made to the technical SOW for each Solar Thermal project included in the program.

**8. Help DGS Develop Short List of Bidders and Coordinate Legal**

BLUEFIN will assist DGS in preparing a short-list of final bidders based on the evaluation process from step 6, above. All results will be fully documented in sufficient detail to protect DGS in the event of a challenge or protest from prospective bidders. This may include a package for the City Council if required.

**9. Prepare Project Scope of Work and Respond to Bidders' Questions/Comments**

BLUEFIN will prepare the project Scope of Work to incorporate all aspects of the technical scope for each Solar Thermal project, roof specifications for roof upgrades where appropriate, and requirements for local participation in various aspects of the final system design by the vendor, system installation, system maintenance and ongoing operation. We will also provide suggested technical and managerial evaluation criteria used as a basis for the RFP and procurement process. We will review this information with the DGS procurement team and make any needed adjustments for preparation of the final RFP package. BLUEFIN will provide any clarifications requested by DGS procurement during the final preparation of the RFP package and also provide review/response to bidders' questions during the procurement phase.

**10. Conduct Interviews and Tally Findings**

BLUEFIN will assist DGS in reviewing proposals, scoring written responses, and conducting face-to-face interviews of the final respondents to the RFP. BLUEFIN will compile meeting notes for each interview, including team evaluation, materials provided by the respondents, and other factors for review by the DGS procurement team to assist in scoring responses. This material will be provided to the DGS procurement team for final scoring.

**11. Technical Assistance to DGS to Issue Contract**

BLUEFIN will provide technical assistance to adjust the SOW or any other technical contract issues prior to contract issuance based on final evaluation or other factors that may pertain to the final contract.

**12. Measurement and Verification**

BLUEFIN will provide measurement and verification of each Solar Thermal system for the first 12 months of the contract to verify that the system is performing as promised by the vendor, and to make any needed technical/performance adjustments with the vendor to ensure viable long-term operation. Results will be documented on a quarterly basis and a management report will be provided to DGS to show actual vs. proposed operation, any needed enhancements and other pertinent factors needed for higher level management reporting.

## **Vegetated Roof Systems**

The USEPA has provided a grant in the amount of \$2.1M to DC/DDOE for installation of green roofs as part of the joint DC/EPA commitment to stormwater management in the Chesapeake Bay watershed area. This grant is specifically intended to provide funding for construction of vegetated / green roofs on DC City-owned buildings. The Smart Roof feasibility study identified a number of target sites for green roof installation, and also developed several design specifications for roofs that meet the EPA/DDOE criteria of retaining up to 1.2 inches of stormwater in a 24-hour period. This project phase will provide the structural evaluation, scope and specification development, and technical procurement assistance needed to complete the project development, issue RFP's, award contracts, and complete construction of these systems on existing DGS facilities. BLUEFIN will perform the following tasks to support this procurement approach.

### **1. Site Investigation and Final System Configuration Selection**

BLUEFIN will complete site investigations on 12 sites for installation of green roofs. This will include final roof evaluations, definition of overburden requirements, evaluation of warranty overburden provisions and securing warranty extension commitments from current warranty service providers, drainage design criteria, and project staging requirements for construction. Results will be documented and serve as the basis for specification development (task 2, below.)

### **2. Develop Specifications**

BLUEFIN will develop detailed project specifications for 11 sites (Cardozo is already completed). This will include CSI 3-part specifications and design drawings showing location and details for construction.

### **3. Structural Analysis**

BLUEFIN will coordinate structural analysis on 5 additional sites to determine capacity for installation of green roofs and layout of design area within the roof perimeter. The actual engineering analysis will be performed by existing DGS structural engineering on-call consultants. BLUEFIN will secure as built drawings, coordinate site visits, evaluate roof / weather barrier membrane, provide design alternatives for installation of the green roof system and document findings from the engineer into the overall project specification.

### **4. Provide Technical Assistance for Preparation of RFP**

BLUEFIN will prepare the project scope of work, integrate specifications, maintenance, and warranty agreements into the RFP package. BLUEFIN will also provide draft evaluation criteria for inclusion in the RFP and into the subsequent proposal evaluation process.

### **5. Pre-Bid Job Walks**

BLUEFIN will provide job-walks with prospective bidders to clarify project requirements, answer questions, and clarify construction quality control and warranty requirements on all projects.

### **6. Technical Input to Respond to Requests for Clarification**

BLUEFIN will provide technical response to any requests for clarification from prospective bidders. This will include written responses and/or updates to the project SOW and specifications as required.

**7. Technical Assistance to DGS to Review Proposals**

BLUEFIN will provide technical review and assistance of all proposals as a non-voting member of the review team. All results will be tabulated and documented for DGS final determination of responders who will be selected for contract award. BLUEFIN will draft technical response for all proposals, as appropriate, with specific questions/requests for clarification to be issued by DGS procurement to bidders as needed to complete the review process.

**8. Technical Assistance to DGS to Support Contract Award**

BLUEFIN will provide technical assistance to adjust the SOW or any other technical contract issues prior to contract issuance based on final evaluation or other factors that may pertain to the final contract.

**9. QC During Construction and Project Sign Off**

BLUEFIN will provide quality control during construction to include site inspections, review of project submittals, final inspection, and review of warranty documents prior to project sign off. We will prepare punch list items as needed for submittal to contractors for project close out and recommend any contract actions needed to assure contractor performance.

**Procurement Phase for Roof Restoration/Reflective Cool Roofs**

The Smart Roof feasibility study identified six buildings with a total combined roof area of approximately 270,000 square feet where the current roof has decayed to the point of failure and where roof restoration using a fluid applied silicone roof membrane can add up to 15 years of additional service life while also converting the roof to "cool roof" status, which provides significant benefit in terms of urban heat island mitigation and improved building energy performance. As part of this program, local CBE contractors will be trained in the warranted installation of the fluid applied membrane which provides for vocational training in a technology that has viable commercial application.

**1. Contractor Training**

BLUEFIN will provide technical training to selected contractors in the proper preparation of the roof prior to installation of the fluid applied membrane, and then the installation of the roof restoration system. This training will include manufacturer certification of the installer and issuance of a 15-year NDL warranty on the roof system.

**2. Coordinate Project Requirements During Job Walk**

BLUEFIN will provide job-walks with prospective bidders to clarify project requirements, answer questions, and clarify construction quality control and warranty requirements on all projects.

**3. Confirm Details in Task Orders with Selected Contractors**

BLUEFIN will provide technical response to any requests for clarification from prospective bidders. This will include written responses and/or updates to the project SOW and specifications as required.

#### **4. QC/CM During Construction**

BLUEFIN will provide technical assistance and quality control during construction to include site inspections, review of project submittals. BLUEFIN will prepare punch list items as needed for submittal to contractors for project close out and recommend any contract actions needed to assure contractor performance.

#### **5. Final Inspection and Warranty issuances**

BLUEFIN will provide final inspection and review of warranty documents prior to project sign off. Any needed final punch list items will be confirmed and BLUEFIN will coordinate with the product manufacturer on issuance of warranty paperwork to DGS.

#### **6. Initial Albedo Testing**

BLUEFIN will provide albedo testing after completion of construction to verify roof reflectivity meets project specifications. This test will serve as a baseline level for future testing to verify roof performance over time. Results will be documented.

### **Retro-Com Support**

BLUEFIN collected roof and building performance data on 435 DGS owned buildings over the past four years and has created a massive database of building information on each of these buildings. One of the most glaring energy management issues in many of these buildings is inefficient operation of the building controls systems. Retrocommissioning involves tuning up the building controls and it requires knowledge of the buildings that is largely included in the building information database BLUEFIN created to support DGS programs. BLUEFIN will access this information, provide analysis to identify problem areas that can be corrected, and then deploy practical, results-oriented approaches to resolving those issues by “fixing” the way the building controls systems work to manage the building. This can have a huge impact in building energy performance and, in some cases, will pay for itself in a matter of days or weeks. Our knowledge of the data and the buildings allows us to do this more efficiently and more quickly than other vendors, resulting in a significant payback to DC now and into the future.

#### **1. Development of Inventories of Equipment and Controls**

BLUEFIN will work with DGS to identify specific buildings from the total DGS building inventory that have abnormally high power consumption (either electric, natural gas or both) and then develop an inventory of primary building equipment and equipment controls for further evaluation under this task. The inventory will include equipment label data, location, age, visual condition, etc. This information will be documented in the SMART ROOF database and can be exported to any other data system per DGS request.

#### **2. Extracting Data from Proprietary Head-End BAS Systems**

DGS building automation systems (BAS) have proprietary data systems, but data can be extracted to allow for more effective management of these systems. BLUEFIN will extract performance and control data from the systems and compile into data form to allow analysis of individual system performance and to identify any anomalies or outliers that affect building energy consumption. This allows us to identify the specific performance measures and improvements needed to correct problems with day-to-day operation. BLUEFIN will document all findings and compile data in an open source architecture.

**3. Fine-Tuning of New Controls Installations**

Once the BAS data is extracted, BLUEFIN technicians will fine-tune new control installations using open source architecture/data to improve performance of individual building equipment items such as day/night temperature setbacks, lighting controls, etc. This will have an immediate impact on building energy performance. Results will be documented.

**4. Identification of Mechanical Faults**

Once the controls are fine-tuned, BLUEFIN will identify any mechanical faults with building controls, dampers, VAV boxes, etc. that are not operating as specified by the building control systems. These will be identified and documented, and requirements for corrective repair will be specified. The actual repair work will be conducted by DGS on-call mechanical contractors outside of the scope of this contract.

**5. Oversight on Remediation of Mechanical and Control Faults**

BLUEFIN will provide oversight of repair/remediation of any mechanical and control faults identified in prior steps. We will provide measurement and verification of results of this work and provide punch list items to contractors as needed to ensure project performance.

**6. Reconciliation of Data with on-the-ground Situation**

BLUEFIN will reconcile any differences between data reported by BAS systems vs. actual performance on the ground. If the BAS is reporting incorrectly, we will make adjustments to the reporting protocol to assure accurate reporting in the future.

**7. Interface with Occupants and Tenants About Comfort Concerns**

BLUEFIN will interface with building occupants regarding any complaints/concerns about comfort based on adjustments to building heating/cooling once adjustments are made including education on the benefits, and making reasonable adjustments to ventilation for continued building comfort. Results will be documented.

**Support Game Change with Data Requests, etc.**

The DGS Game Change initiative is focused on the overall goal of reducing DGS building energy consumption by 20% in 20 months ending December 2014. Achieving this goal requires collection and analysis of considerable building data. Much of this data was collected as part of Smart Roof Phase 1 and can be made available to the DGS Game Change Team through data queries, analysis and support. BLUEFIN will provide this support to the overall Game Change team.

**1. Custom Data / Queries on Building Data from Roof Express and SmartRoof Database**

BLUEFIN will provide analysis, data queries, reporting and support to the Game Change team on a weekly basis during the term of this contract. Requests can be coordinated by phone, email or in face-to-face meetings as appropriate.

**2. Coordinate and Contract Obvious Box Install**

Obvious boxes allow for real-time monitoring of natural gas consumption which is critical to improving building energy performance on buildings with high natural gas demand. DGS has identified 9 buildings with very high natural gas performance where installation of obvious boxes is

critical to overall building energy management. BLUEFIN will design and coordinate installation of obvious boxes on these buildings.

## **Pricing**

The attached table shows our pricing for this project. All work would be completed on a guaranteed maximum price basis.



# DC Smart Roof Phase 2 - Implementation Program Management

	Exec Consulting		Project Manager		Sr. Designer		QC Manager		IT Specialist		Sr. Tech Consultant		Amin Support		TOTALS	
	Rate	\$ 228.29	Rate	\$ 82.87	Rate	\$ 148.03	Rate	\$ 89.78	Rate	\$ 156.69	Rate	\$ 71.82	Rate	\$ 64.09		
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
<b>1. Procurement Phase for PV (assume 2 procurements - 1 PPA and 1 Crowd Source)</b>																
Strategy Coordination for PPA vs. Crowd Sourcing Carve-Out	120	\$ 27,395	80	\$ 6,630	120	\$ 17,764		\$ -		\$ -		\$ -		\$ -	320	\$ 51,788
Prepare Draft RFI Packages for DGS Legal/Procurement Team		\$ -		\$ -	24	\$ 3,553		\$ -		\$ -		\$ -		\$ -	24	\$ 3,553
Evaluate additional 9 PV Sites and create restoration or re-roofing specifications to support an additional 2.1MW of Solar PV		\$ -	72	\$ 5,967	720	\$ 106,582		\$ -		\$ -	360	\$ 25,855		\$ -	1152	\$ 138,403
Technical Review of RFI Response Packages		\$ -	40	\$ 3,315	72	\$ 10,658		\$ -		\$ -		\$ -		\$ -	112	\$ 13,973
Help DGS Score Responses and Schedule Interviews	16	\$ 3,653	72	\$ 5,967	40	\$ 5,921		\$ -		\$ -		\$ -	24	\$ 1,538	152	\$ 17,079
Conduct Interviews	16	\$ 3,653	40	\$ 3,315	40	\$ 5,921		\$ -		\$ -		\$ -		\$ -	96	\$ 12,889
Coordinate Review Comments and Changes to RFP/SOW	8	\$ 1,826	24	\$ 1,989	24	\$ 3,553		\$ -		\$ -		\$ -	16	\$ 1,025	72	\$ 8,393
Technical Assistance to DGS to Develop Short List of Bidders	8	\$ 1,826		\$ -	24	\$ 3,553		\$ -		\$ -		\$ -		\$ -	32	\$ 5,379
Prepare Draft RFP (SOW)		\$ -	40	\$ 3,315	40	\$ 5,921		\$ -		\$ -		\$ -	40	\$ 2,564	120	\$ 11,800
Respond to Bidders' Questions/Comments	16	\$ 3,653	32	\$ 2,652	64	\$ 9,474		\$ -		\$ -	64	\$ 4,596		\$ -	176	\$ 20,375
Conduct Interviews and Tally Findings	8	\$ 1,826	16	\$ 1,326	16	\$ 2,368		\$ -		\$ -	16	\$ 1,149	12	\$ 769	68	\$ 7,439
Conduct Coordination Meetings with PEPCO	8	\$ 1,826	40	\$ 3,315	24	\$ 3,553		\$ -		\$ -		\$ -		\$ -	72	\$ 8,694
Technical Assistance to DGS to Issue Contract	4	\$ 913	16	\$ 1,326		\$ -		\$ -		\$ -		\$ -	16	\$ 1,025	36	\$ 3,265
Measurement and Verification		\$ -	100	\$ 8,287		\$ -		\$ -		\$ -	100	\$ 7,182		\$ -	200	\$ 15,469
<b>Subtotal:</b>	<b>204</b>	<b>\$ 46,571</b>	<b>572</b>	<b>\$ 47,402</b>	<b>1208</b>	<b>\$ 178,820</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>540</b>	<b>\$ 38,783</b>	<b>108</b>	<b>\$ 6,922</b>	<b>2632</b>	<b>\$ 318,498</b>
<b>2. Procurement Phase for Solar Thermal (19 building projects and 5 swimming pools. Presume these are design/build projects. Half go PPA, half direct purchase.)</b>																
Strategy Coordination for Finance: PPA vs. Direct Appropriation	24	\$ 5,479	80	\$ 6,630	80	\$ 11,842		\$ -		\$ -		\$ -		\$ -	184	\$ 23,951
Engineering Requirements Development for Design/Build SOW	16	\$ 3,653	160	\$ 13,259	240	\$ 35,527		\$ -		\$ -		\$ -		\$ -	416	\$ 52,439
Prepare Draft RFI Packages for DGS Legal/Procurement Team		\$ -	24	\$ 1,989		\$ -		\$ -		\$ -		\$ -	24	\$ 1,538	48	\$ 3,527
Assist DGS to Issue RFI Packages and Conduct Technical Review		\$ -	24	\$ 1,989	24	\$ 3,553		\$ -		\$ -		\$ -		\$ -	48	\$ 5,542
Help DGS Score Responses and Schedule Interviews		\$ -	24	\$ 1,989	24	\$ 3,553		\$ -		\$ -		\$ -	12	\$ 769	60	\$ 6,311
Conduct Interviews		\$ -	24	\$ 1,989	24	\$ 3,553		\$ -		\$ -		\$ -		\$ -	48	\$ 5,542
Coordinate Review Comments and Changes to RFP/SOW	4	\$ 913	24	\$ 1,989	24	\$ 3,553		\$ -		\$ -		\$ -	16	\$ 1,025	68	\$ 7,480
Help DGS Develop Short List of Bidders and Coordinate Legal	4	\$ 913	12	\$ 994	12	\$ 1,776		\$ -		\$ -		\$ -		\$ -	28	\$ 3,684
Prepare Project Scope of Work and Respond to Bidders' Questions/Comments	8	\$ 1,826	32	\$ 2,652	64	\$ 9,474		\$ -		\$ -	64	\$ 4,596		\$ -	168	\$ 18,549
Conduct Interviews and Tally Findings	8	\$ 1,826	16	\$ 1,326	16	\$ 2,368		\$ -		\$ -	16	\$ 1,149	12	\$ 769	68	\$ 7,439
Technical Assistance to DGS to Issue Contract	4	\$ 913	16	\$ 1,326		\$ -		\$ -		\$ -		\$ -	16	\$ 1,025	36	\$ 3,265
Measurement and Verification		\$ -	148	\$ 12,265		\$ -		\$ -		\$ -	148	\$ 10,629		\$ -	296	\$ 22,894
<b>Subtotal:</b>	<b>68</b>	<b>\$ 15,524</b>	<b>584</b>	<b>\$ 48,396</b>	<b>508</b>	<b>\$ 75,199</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>228</b>	<b>\$ 16,375</b>	<b>80</b>	<b>\$ 5,127</b>	<b>1468</b>	<b>\$ 160,621</b>
<b>3. Procurement Phase for Green Roofs (12 Sites. Cardozo is ready now, 5 structural assessments underway, 6 structural assessments pending)</b>																
Site investigation and final system configuration selection		\$ -	120	\$ 9,944	80	\$ 11,842		\$ -		\$ -	120	\$ 8,618		\$ -	320	\$ 30,405
Develop specifications	8	\$ 1,826	160	\$ 13,259	80	\$ 11,842		\$ -		\$ -		\$ -		\$ -	248	\$ 26,928
Structural analysis		\$ -	40	\$ 3,315	180	\$ 26,645		\$ -		\$ -		\$ -		\$ -	220	\$ 29,960
Provide Technical Assistance for Preparation of RFP		\$ -	16	\$ 1,326		\$ -		\$ -		\$ -		\$ -	12	\$ 769	28	\$ 2,095
Job Walk (12 Sites - 2 hours per site)		\$ -	24	\$ 1,989		\$ -		\$ -		\$ -		\$ -		\$ -	24	\$ 1,989
Technical input to Respond to Requests for Clarification		\$ -	12	\$ 994	8	\$ 1,184		\$ -		\$ -		\$ -	8	\$ 513	28	\$ 2,691
Technical Assistance to DGS to Review Proposals	10	\$ 2,283	24	\$ 1,989	16	\$ 2,368		\$ -		\$ -		\$ -	8	\$ 513	58	\$ 7,153
Technical Assistance to DGS to Support Contract Award		\$ -	8	\$ 663		\$ -		\$ -		\$ -		\$ -		\$ -	8	\$ 663
QC During Construction / Project Sign Off		\$ -	72	\$ 5,967		\$ -		\$ -		\$ -		\$ -	12	\$ 769	84	\$ 6,736
<b>Subtotal:</b>	<b>18</b>	<b>\$ 4,109</b>	<b>476</b>	<b>\$ 39,446</b>	<b>364</b>	<b>\$ 53,883</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>120</b>	<b>\$ 8,618</b>	<b>40</b>	<b>\$ 2,564</b>	<b>1018</b>	<b>\$ 108,620</b>
<b>4. Procurement Phase for Roof Restoration/Reflective (6 projects/3 contractors)</b>																
Contractor Training		\$ -		\$ -		\$ -		\$ -		\$ -	80	\$ 5,746		\$ -	80	\$ 5,746
Coordinate project requirements during job walk		\$ -	18	\$ 1,492		\$ -		\$ -		\$ -		\$ -		\$ -	18	\$ 1,492
Confirm details in task orders with selected contractors		\$ -	24	\$ 1,989		\$ -		\$ -		\$ -		\$ -		\$ -	24	\$ 1,989
QC/CM during construction		\$ -	36	\$ 2,983		\$ -		\$ -		\$ -		\$ -		\$ -	36	\$ 2,983
Final Inspection / Warranty Issuance		\$ -	18	\$ 1,492		\$ -		\$ -		\$ -		\$ -		\$ -	18	\$ 1,492
Initial Albedo Testing		\$ -		\$ -		\$ -		\$ -		\$ -	12	\$ 862		\$ -	12	\$ 862
<b>Subtotal:</b>	<b>0</b>	<b>\$ -</b>	<b>96</b>	<b>\$ 7,956</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>92</b>	<b>\$ 6,607</b>	<b>0</b>	<b>\$ -</b>	<b>188</b>	<b>\$ 14,563</b>
<b>5. Retro-Com Support (Building Automation - Boots on the Ground)</b>																
Development of inventories of equipment and controls		\$ -		\$ -	8	\$ 1,184	80	\$ 7,182		\$ -	120	\$ 8,618		\$ -	208	\$ 16,985
Extracting data from proprietary head-end BAS systems		\$ -		\$ -		\$ -	160	\$ 14,365		\$ -	120	\$ 8,618		\$ -	280	\$ 22,983
Fine-tuning of new controls installations		\$ -		\$ -		\$ -		\$ -		\$ -	160	\$ 11,491		\$ -	160	\$ 11,491
Identification of mechanical faults		\$ -		\$ -		\$ -	80	\$ 7,182		\$ -	240	\$ 17,237		\$ -	320	\$ 24,419
Oversight on remediation of mechanical and controls faults		\$ -		\$ -	8	\$ 1,184	240	\$ 21,547		\$ -		\$ -		\$ -	248	\$ 22,731
Reconciliation of data with on-the-ground situation		\$ -		\$ -	4	\$ 592	240	\$ 21,547		\$ -	240	\$ 17,237		\$ -	484	\$ 39,376
Interface with occupants and tenants about any comfort concerns		\$ -		\$ -	4	\$ 592	100	\$ 8,978		\$ -	100	\$ 7,182		\$ -	204	\$ 16,752
<b>Subtotal:</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>24</b>	<b>\$ 3,553</b>	<b>900</b>	<b>\$ 80,802</b>	<b>0</b>	<b>\$ -</b>	<b>980</b>	<b>\$ 70,384</b>	<b>0</b>	<b>\$ -</b>	<b>1904</b>	<b>\$ 154,738</b>
<b>6. Support Game Change with Data requests, etc.</b>																
Custom data / queries on building data from Roof Express and SmartRoof Database		\$ -	80	\$ 6,630		\$ -		\$ -	160	\$ 25,070		\$ -		\$ -	240	\$ 31,700
Coordinate and Contract Obvious Box Install - 9 Locations		\$ -		\$ -		\$ -		\$ -		\$ -	440	\$ 31,601		\$ -	440	\$ 31,601
<b>Subtotal:</b>	<b>0</b>	<b>\$ -</b>	<b>80</b>	<b>\$ 6,630</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>160</b>	<b>\$ 25,070</b>	<b>440</b>	<b>\$ 31,601</b>	<b>0</b>	<b>\$ -</b>	<b>680</b>	<b>\$ 63,301</b>
<b>Guaranteed Maximum Price</b>	<b>290</b>	<b>\$ 66,204</b>	<b>1,808</b>	<b>\$ 149,829</b>	<b>2,084</b>	<b>\$ 308,495</b>	<b>240</b>	<b>\$ 21,547</b>	<b>160</b>	<b>\$ 25,070</b>	<b>1,660</b>	<b>\$ 119,221</b>	<b>228</b>	<b>\$ 14,613</b>	<b>6,470</b>	<b>\$ 820,341</b>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**Contracts & Procurement**

**Purchase Order Agreement**

**Date: December 26, 2013**

**THIS Purchase Order Agreement** is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the "Department" or "DGS") to the Contractor listed below. Assuming this Purchase Order is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of this Purchase Order are as follows:

- 1. Contractor.** This Purchase Order Agreement is being issued to Bluefin (the "Contractor") under GSA Contract No. GS-21F-0144V.
- 2. Items Purchased.** DGS desires to purchase, and the Contractor agrees to provide continued management of the DGS Roof Asset Management program. Tasks include providing day-to-day support to DGS in the management of DGS's entire roof portfolio. Services to be provided include ensuring all roofs are performing in a manner that maximizes roof life at the lowest life cycle cost. Services also include (1) Providing Ongoing Preventive Maintenance, (2) Provide a 24/7 call center for leak response; and (3) Green Roof Maintenance. A detailed description of these tasks is provided in the attached copy of the Contractor's proposal dated October 18, 2013.
- 3. Price.** The rates in Contractor's GSA Contract No. GS-21F-0144V shall prevail. Work under this Purchase Order shall not exceed \$600,114.73. In no event shall the Contractor be paid more than this amount unless the Contractor is authorized to exceed this limit in advance and in writing by the DGS Contracting Officer.
- 4. Delivery/Completion Date.** The work that is the subject of this Purchase Order Agreement shall begin date of award, and end September 30, 2014.
- 5. Billing.** Invoices shall include a detail description of the services provided and completed during the invoice period. Invoices shall be prepared in duplicate and submitted to the Agency Chief Financial Officer (CFO) and the Contracting Officer's Technical Representative (COTR) identified on the PO. Invoices for the CFO shall be submitted to the following address:

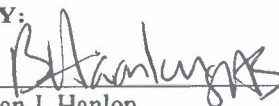
Department of General Services  
Office of the Chief Financial Officer  
2000 14<sup>th</sup> Street, 5<sup>th</sup> Floor  
Washington, DC 20001

Invoices for the COTR shall be submitted electronically to [dgsfm.inves@dc.gov](mailto:dgsfm.inves@dc.gov). The Contractor must indicate the proper PO number on all invoices.


6. **Terms & Conditions.** The following documents are incorporated into this Purchase Order in the following order of precedence:

1. This Purchase Order
2. The Contractor's quote dated October 18, 2013
3. The Standard Contract Provisions for Use with District of Columbia Service Contracts (March 20, 2007)

**ISSUED BY:**

By:   
Name: Brian J. Hanlon  
Title: Director/ Chief Contracting Officer  
Date: 12/31/13

**ACCEPTED BY:**

By:   
Name: RICHARD R. RAST  
Title: PRESIDENT  
Date: DEC 27, 2013

October 18, 2013

Thomas Crompton  
Department of General Services  
2000 14<sup>th</sup> Street NW  
Washington, DC 20009

Dear Mr. Crompton,

BLUEFIN is pleased to have this opportunity to provide a scope of service for continued management of the DGS Roof Asset Management program for FY14. The services outlined in this proposal are recommended based on a combination of our experience in supporting DGS during our system-wide assessment and management of the District of Columbia Public Schools (DCPS), Fire Stations, Police Department, Parks and Rec Centers, and DRES facilities.

The tasks included in this proposal are all intended to provide day-to-day support to DGS in management of the entire DGS roof portfolio in terms of leak response, operations and maintenance and scheduled repairs; while at the same time performing those activities necessary to ensure that all DGS roofs are performing in a manner that assures maximum roof life at the lowest life cycle cost.

All pricing included in this proposal is based on BLUEFIN, LLC's existing GSA Schedule contract. The project approach for each task is as follows. A summary of included facilities and allocation of costs by capital and operating budget accounts is enclosed.

## **1 Provide Ongoing Preventive Maintenance**

The replacement value of DGS roofs averages over \$20 per square foot., and the facilities protected by these roofs represent an even larger investment. Annual preventive maintenance (PM) is the single most important thing that can be done to extend roof life and to significantly reduce leaks.

Debris and blocked drainage cause the majority of roof leaks. Removing roof debris on an annual basis takes care of most of these issues at a fraction of the cost of responding to emergencies. Minor maintenance resolves nearly all roof leaks before they happen, eliminating emergencies, building damage, and pauses to building operations. Routine maintenance will avoid significant failures, roof leaks and related problems in the future, returning many times the investment on an ongoing basis.

Project Approach:

### Debris Removal

- Clean and remove from roof surfaces all leaves and growing plants
- Inspect and clean all drains, scuppers, gutters and downspouts



- Test all drainage system components to confirm proper operation
- Remove and properly dispose of minor debris (HVAC filters, trash, etc.) located on the roof

#### Preventative Maintenance and Minor Repair

- Inspect and repair minor roof defects as necessary (splits, tears, holes, etc.)
- Reseal, as necessary, roof penetrations, equipment curbs, skylights, miscellaneous flashings, etc., using products that are compatible with your roof systems
- Fill sealant pans and reinstall HVAC service panels
- Locate, photograph and report conditions that require permanent repair methods
- Report to DGS any conditions that are health and/or safety related
- Report to DGS the accumulation of foreign or contaminated material

## **2 Provide a 24/7 call center for leak response and manage dispatch of crews through local contractors.**

BLUEFIN will continue to provide a phone and/or email-based call center for DGS to utilize for leak calls and other roof-related emergencies to include dispatch of contractors and verification of requirements and work completed. This center provides an integrated process to assess roof-related problems; selects and dispatches a qualified contractor to perform temporary and permanent repairs; document completed work and provide quality control where necessary; and maintains current information in the DGS roof asset management database. This results in timely response, quality work and fair pricing.

Specifically, we will provide a 24/7 call center for roof-related emergencies that provides both phone and/or email-based access for DGS staff and approved DCPS staff to report roof-related emergencies. We will assist DGS in procurement of qualified and approved roofing contractors who are authorized by DGS to perform repairs on DGS facilities and utilize those contractors for response. We will provide daily, weekly and monthly reporting on the status of all reported roof issues and coordinate quality control and invoice review/approval for DGS.

## **3 Green Roof Maintenance**

DGS has several existing vegetative (green) roofs in its current inventory and may be adding additional roofs in coming years as part of the DC Government commitment to sustainable design and construction. These roofs offer benefits in terms of energy performance and storm water retention. These roofs also require a higher level of maintenance than more traditional roofs, both to preserve the vegetative systems and also to protect and extend the life of the underlying roof.

#### **4 Fees and Payment**

These services would be procured on a Firm Fixed Price (FFP) basis under the terms of BLUEFIN's GSA Schedule contract. The contract information is as follows: *US General Services Administration, Multiple Award Schedule 03FAC for Facilities Maintenance and Management, Standard Industry Group: 8744; Service Code: J&S, Contract No: GS-21F-0144V.*

Pricing for the items outlined above, allocated by facility type, are itemized in the following table. The contract will be billed on a monthly basis for all work completed in the prior period. Payment would be due on a net-30 basis.

Sincerely,

**BLUEFIN, LLC**

*Jeremiah Dancy*

Jeremiah Dancy  
Vice President

Attch: Pricing Schedule

DGS FY14 Budget BLUEFIN			
<b>Schools</b>		<i>Assume 5,192,130 sqft and 129 Buildings</i>	
	Description	Unit Price per sqft	Price
Preventative Maintenance		\$0.0405	\$210,281.27
<b>Fire stations</b>		<i>Assume 380,812 sqft and 38 Buildings</i>	
	Description	Unit Price per sqft	Price
Preventative Maintenance		\$0.0405	\$15,422.89
<b>Police Departments</b>		<i>Assume 576,925 sqft and 29 Buildings</i>	
	Description	Unit Price per sqft	Price
Preventative Maintenance		\$0.0405	\$23,365.46
<b>Parks and Rec and Community Centers</b>		<i>Assume 776,660 sqft and 76 Buildings</i>	
	Description	Unit Price per sqft	Price
Preventative Maintenance		\$0.0405	\$31,454.73
<b>DRES</b>		<i>Assume 2,770,701 sqft and 57 Buildings</i>	
	Description	Unit Price per sqft	Price
Preventative Maintenance		\$0.0405	\$112,213.39
<b>LEAK RESPONSE ON ALL DGS PROPERTIES</b>		T&M	\$125,000.00
<b>Green Roof Maintenance for all DGS Properties:</b>		<i>Assume 126,734 sqft</i>	
Maintenance to include: 4 visits, Clean Drains, weeding, remove debris, pruning and a planting allowance of \$.05 / sqft. All work will be documented on RoofExpress		\$0.65	\$82,377.00
Total			\$600,114.73